



CITY OF CLINTONVILLE

EMPLOYMENT APPLICATION

The City of Clintonville is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of the City of Clintonville to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, the City of Clintonville intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

PLEASE PRINT PLAINLY—BE SURE TO SIGN THIS APPLICATION

Date: _____ Social Security No.: _____

Name: _____
Last First Middle

Address _____
No. Street City State Zip

Home Phone: _____ Cell Phone: _____

Have you been previously employed by the City of Clintonville? Yes No

If yes, when? _____ In what capacity? _____

Have you ever applied here before? Yes No If yes, when? _____

Who referred you to the City of Clintonville: Advertisement Job Service Employment Agency
 Other _____ Friend/Relative _____

EMPLOYMENT DESIRED

Position(s) applied for _____ Full time Part time

If part time, what days and hours are you available? _____

Date available to start _____ Salary requirement _____

PERSONAL DATA

Are you a United States citizen or do you have an entry permit which allows you to lawfully work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify you from employment)

If yes, explain _____

MILITARY

Branch _____ What were your duties _____

Dates in the Service _____ Did you receive any specialized training? Yes No

If yes, describe _____



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EDUCATION

	<u>Name and Location of School</u>	<u>No./Years Completed</u>	<u>Did you Graduate</u>	<u>Course of Study</u>	<u>Degree</u>
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

EMPLOYMENT HISTORY

Please give accurate and complete information. Start with present or most recent employer:

May we communicate with your present employer? Yes No

Company Name _____ Telephone No. _____
 Address _____ Employed from ____/____/____ to ____/____/____
 Name of Supervisor _____ Hourly Pay: Start _____ Last _____
 Position and Responsibilities _____

Reason for Leaving _____

Company Name _____ Telephone No. _____
 Address _____ Employed from ____/____/____ to ____/____/____
 Name of Supervisor _____ Hourly Pay: Start _____ Last _____
 Position and Responsibilities _____

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Address _____ Employed from ____/____/____ to ____/____/____
Name of Supervisor _____ Hourly Pay: Start _____ Last _____
Position and Responsibilities _____

Reason for Leaving _____

Please read the following statements carefully before you sign your name.

“I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement, or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to the City of Clintonville. This includes furnishing a false name or social security number. I have read, understand and agree to the above statement. (Please initial here). _____

I further understand that no representative of the City of Clintonville has the authority to enter into any agreement for employment for any specified period of time and that the City of Clintonville is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by the City of Clintonville, and, if hired, my employment will be at will and may be terminated at any time without prior notice. I have read, understand and agree to the above statement. (Please initial here). _____

If employed, I agree to abide by all of the work and safety rules of the City of Clintonville. I understand that the City of Clintonville is committed to maintaining a drug-free workplace. I am aware that the City of Clintonville may require a drug test as a part of the hiring process. Also, if employed, I realize that the City of Clintonville conducts post-accident and/or reasonable suspicion drug and alcohol testing of its employees. I have read, understand and agree to the above statement. (Please initial here). _____

I understand that this application will remain on file for 60 days for consideration. After 60 days, if I am still interested in a position with the City of Clintonville, it will be necessary for me to complete a new application form.

SIGN HERE _____ DATE _____